



Department of Energy

Information Technology Competitive Sourcing Data Collection Plan

November 18, 2002

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1. Overview

1.1 Background

The Department of Energy (DOE) is conducting a Competitive Sourcing Study of the Information Technology (IT) function in accordance with the Office of Management and Budget (OMB) Circular A-76. The results of the Competitive Sourcing Study will determine whether it is more efficient and cost effective to have the IT functions performed by the public or private sector. Like all Federal agencies, as a result of the Presidents Management Agenda, DOE must subject 15 percent of its fiscal year 2000 (FY00) Federal Activities Inventory Reform (FAIR) Act positions performing commercial activities to competition by FY03. In compliance with the President's Competitive Sourcing Initiative, the DOE is currently executing a competitive sourcing competition for all IT related services. The Competitive Sourcing Study will determine whether it is more efficient and cost effective to have DOE IT functions performed by DOE employees or by a contractor.

1.2 Purpose

In order to comply with the OMB Circular A-76 guidelines, extensive data collection will be required throughout the Competitive Sourcing Process. Specific data requirements are relevant to each stage of the competitive sourcing process, as defined in OMB Circular A-76. The three primary phases that require data collection are the Planning Phase, the Performance Work Statement Phase, and the Management Plan Phase. The products for each phase are as follows:

- Planning Phase
 - Training Plan
 - Communications Plan
 - Roles and Responsibilities Document
 - Data Collection Plan
 - Action Plan (including Plan of Action and Milestones (POA&M))
 - Scoping Report
- PWS Phase
 - Performance Work Statement (PWS)
 - Performance Requirements Summary (PRS)
 - Quality Assurance Surveillance Plan (QASP)
- Management Plan Phase
 - Most Efficient Organization (MEO)
 - In-House Cost Estimate (IHCE)
 - Transition Plan (TP)
 - Technical Performance Plan (TPP)

A comprehensive data collection effort is critical to the success of the competitive sourcing process and requires a great deal of coordination and support from the IT Functional Team, the individual study teams involved in either the PWS or Management Plan, and the field points of contact (POCs). Developing task specific processes, selecting appropriate data collection techniques, and implementing proven methodologies, contribute to the quality of the data

collection effort. This document serves as a guide to the data collection requirements and overall approach in meeting those requirements for the DOE IT A-76 Study.

1.3 Data Integrity

The Study Team will have several challenges in collecting data for the DOE IT Competitive Sourcing Study. Because the IT services are dispersed across the United States, workload and other forms of data will likely be maintained in different formats and in accordance with differing local guidance. In building a solicitation for service delivery at the national level, the Study Team will be challenged to define parameters for the data collection needs up-front. The Study Team may need to compensate for local variation in the collection process. For example, once the approach and parameters are established, a determination must be made whether a particular site can collect the appropriate data in the correct form. If not, a process may be established to collect the correct data over a specific time period to ensure data accuracy and completeness. The Study Team will proceed through the data collection effort with a high emphasis on consistency of approach and data parameters.

The Study Team may find that data in its current form is not accessible due to antiquated or incompatible automated systems. Where automated systems exist, the Study Team will be challenged to validate that the information entered into the systems is reflective of real-life requirements. Where automated data systems do not exist, the Study Team will be challenged to gather functional expert estimates on the true requirements for workload volume and quality standards with proper documentation to maintain the proper audit trail.

1.4 Data Security

Security of the data collected is of the utmost importance throughout the Competitive Sourcing Study. The Study Team will take the appropriate precautions by using password protections on procurement sensitive data, and will ensure that both work areas and filing cabinets are locked. In addition, the Study Team (both government and consultant personnel alike) will take precautions when transmitting data, paying close attention to what information is being sent, whom it is being sent to, and how it is being sent. When possible or if it is necessary, data will be transferred using a disk or FedEx to avoid sending procurement sensitive data electronically if the security of the email system is in question.

1.5 Firewalls

The competitive sourcing process mandates creating a “level playing field”, therefore internal firewalls have been established for both government and consultant personnel so as to ensure advantages are not afforded to the Management Plan development team. DOE and consultant personnel will maintain the appropriate firewalls between the PWS/Acquisition team members and Management Plan team members. This is consistent with the Jones-Hill decision by the General Accounting Office (GAO), which found, “the nature and status of an agency team tasked with preparing the in-house management plan in a Circular A-76 study do not justify exempting that team from the conflict of interest limitations generally applied to private sector competitors.” In other words, the PWS data collection must occur without the influence or direction of those individuals working on the Management Plan Study. Figure 1 depicts the potential conflicts of

interest during the various phases of the competitive sourcing process. It is important that these conflicts of interest are avoided to minimize the potential for appeals. In the figure, Green (G) represents no conflict of interest, red (R) represents a conflict of interest and yellow (Y) represents that a conflict of interest could exist in certain situations.

Position	Tasks					
	Manage and Plan	Prepare PWS/QASP	Develop MEO	Conduct Independent Review	Participate in Source Selection	Respond to Appeals
A-76 Program Manager	G	Y	Y	R	Y	G
Waiver Authority	G	R	R	R	R	G
PWS Team	G	G	R	R	Y	G
PWS Approving Official	G	G	R	R	Y	G
MEO Team	G	R	G	R	R	G
MEO Certifying Official	G	R	G	R	R	G
Contracting Officer	G	G	R	R	G	G
Source Selection Participants	G	G	R	R	G	Y
Administrative Appeals Authority/ Board	R	R	R	R	R	G
Independent Review Officer	R	R	R	G	R	G

2. Data Collection Methodology

2.1 Approach

Behind any effective data collection effort, a methodology exists for gathering quality data in an organized fashion.

This methodology consists of the following steps:

1. **Understand Study goals, objectives, and requirements** – The purpose of this step is to properly identify the goals, objectives, and requirements in order to ensure the proper data is gathered to meet the overall objectives of the study. The importance of coordinating the data collection requirements with the overall objectives of the study will allow the Study Team to collect the information in a more time efficient manner and concentrate on identifying the requirements for the development of the PWS.
2. **Plan approach and select data collection techniques** – This step allows the Study Team to identify the appropriate data collection actions and create the proper templates to assist in the data collection efforts. As part of the process of creating the data collection

template, a functional decomposition of the IT function was performed to break down each IT activity to the sub-activity level and identify whether the activity is inherently governmental or commercial in nature. The functional decomposition was performed during a workshop session involving various subject matter experts (SMEs) from both the field and headquarters. The results of the functional decomposition are included in Appendix A. See Appendix B for the sample data collection template to be used throughout the PWS Phase.

3. **Analyze existing data** – It is important to collect all available relevant information as early as possible in the study to gain an understanding of the organization as a whole and more specifically the function under study. This step also helps identify the data that is not readily available. Collection and analysis of existing data is accomplished primarily through a data call method. See Appendix C for a sample data call list that will be used throughout the data collection phase.
4. **Collect new data** – Once the existing data has been collected and reviewed, the next step in the process is to begin collecting new data. Often times, it is this information that is not readily available and takes a significant amount of time to collect. Much of the new data that needs to be collected during the PWS Phase is included in the Data Collection Template (see appendix B for a sample). The Management Plan team will create a similar template, with much different data needs, for the Management Plan Phase.
5. **Analyze composite data for validity, relevance, and gaps** – This step in our methodology is critical as it includes validating all of the data collected and identifying any gaps in the data that might exist. If necessary, the outcome of this step may result in follow-up data collection efforts and analysis.
6. **Apply analysis to achieve goals and objectives** – There are differing objectives for each phase of the Competitive Sourcing Process. This step allows for the analysis performed in the previous steps to be applied to the specific goals and objectives of the phase being conducted. For example, the objective of the PWS phase is to clearly define the requirements and develop a biddable solicitation. However, the objective in the Management Plan phase is to develop an MEO that can perform the requirements in the PWS in the most efficient and cost effective manner, thus giving the MEO the best opportunity to win the competition.

2.2 Data Collection Techniques

The following table describes frequently applied techniques for gathering data and their applicability to specific phases of the competitive sourcing process. The same or similar techniques may be used in the various study phases to achieve different goals and objectives. The degree to which each technique will be utilized within a specific phase varies by the quantity and quality of existing data as well as the amount of data that needs to be collected in order to obtain a representative sample.

Technique	Description	Phase Applicability
Interviews and Focus Groups	Conducted with subject matter experts and management, varying in organizational level by phase, in a small group or one-on-one environment in order to better understand specific processes, activities, or procedures	Planning, PWS, Management Plan
Workshops	Conducted with subject matter experts, in a facilitated manner, varying in organizational level by phase, in a small group or one-on-one environment in order to better understand specific processes, activities, or procedures and to brainstorm new ideas	Planning, PWS, Management Plan
Site Visitations	Conducted to observe specific facilities, equipment, managers, and employees; generally conducted in an observational manner with opportunities for questions in order to better understand specific processes, activities, procedures, or infrastructural components	Planning, PWS, Management Plan
Data Extraction	Conducted in a timely manner to ensure that data located within DOE data systems is collected in an appropriate manner and formatted throughout each study phase. Consistent formats will be established prior to each study phase	Planning, PWS, Management Plan
External Research	Conducted during all phases to provide information for the development of required documents, including the conducting of benchmarking and market research, and identification of best practices for PWS and MEO development.	Planning, PWS, Management Plan

2.3 Site Selection

Accurate and complete data collection dictates the need for site visits throughout the Competitive Sourcing Process. However, these site visits need to be carefully planned and scheduled in an effort to minimize the disruption to the workforce at each site. In order to minimize disruption to the workforce, the Study Team's goal is to visit each site just once during the entire study. It is likely, however, that some sites will need to be revisited during various phases of the study due to the fact that different information will be collected during each phase. In addition, there will be continuous feedback and follow-up with each site after the visit is completed.

For the Planning Phase of the Competitive Sourcing Study, four sites were identified for site visitation. The sites were identified based on their ability to collectively represent the diversity of DOE field offices, both in size and the Lead Program Support Office (LPSO) to which they report. The Functional Team wanted the sites to be representative of the various sizes of the field offices throughout DOE as well as be a representative sample of the LPSOs. These sites form the basis for the preliminary scoping of the study, and help to identify the overall IT landscape. A workshop was held with all four site POCs prior to the individual site visits. The purpose of the workshop was to provide additional competitive sourcing training, perform a functional decomposition of all IT related activities, and prepare the site POCs for the impending site visits and data collection efforts. The site visits for the Planning Phase are as follows:

Planning Phase Travel Requirements		
Site/Location	Purpose of Visit	Dates of Visit
Cincinnati, OH (Pre site visit Workshop)	Pre site visit workshop to provide identified site POCs with Competitive Sourcing training, perform functional decomposition of IT function and prepare POCs for upcoming site visit and data collection needs	9/18/02 – 9/19/02
Albuquerque, NM	<ul style="list-style-type: none">Introduce workforce to Study Team and train them on Competitive Sourcing processDefine expectations and perform Question and Answer sessionConduct interviews with workforcePerform data collectionPrepare site POC for future data needs and define next steps	10/7/02 – 10/11/02
Chicago, IL		10/28/02 – 10/31/02
Golden, CO		11/4/02 – 11/8/02
Rocky Flats, CO		11/4/02 – 11/8/02

All remaining sites will be visited during the PWS Data Gathering Phase of the study. Like the Planning Phase, sites will be packaged together and a workshop will be performed prior to each set of site visits. The workshop will provide detailed competitive sourcing training and will prepare the site POCs for the upcoming site visit. Site visits are not planned for the Management Study Phase, however, the possibility exists that the Management Study Team will need to visit selected sites to collect the necessary data that will not be collected during the PWS development phase to include cycle-times, staffing ratios, overtime commitments, process improvements, etc. The following table depicts the site visits required for the PWS Data Gathering Phase and the projected dates for the visits.

Data Gathering Phase Travel Requirements		
Site/Location	Purpose of Visit	Dates of Visit
Las Vegas	Pre site visit workshop to provide identified site POCs with Competitive Sourcing training, refine functional decomposition of IT function and prepare POCs for upcoming site visit and data collection needs	12/9/02 – 12/13/02
Richland	<ul style="list-style-type: none">Introduce workforce to Study Team and train them on Competitive Sourcing processDefine expectations and perform Question and Answer sessionConduct interviews with workforcePerform data collectionPrepare site POC for future data needs and define next steps	12/16/02 – 12/20/02
Idaho		1/6/03 – 1/10/03
Oakland		1/20/03 – 1/24/03
Las Vegas/Yucca Mountain		1/27/03 – 1/31/03
Nashville	Pre site visit workshop to provide identified site POCs with Competitive Sourcing training, refine functional decomposition of IT function and prepare POCs for upcoming site visit and data collection needs	2/3/03 – 2/7/03
Carlsbad	<ul style="list-style-type: none">Introduce workforce to Study Team and train them on Competitive Sourcing processDefine expectations and perform Question and Answer sessionConduct interviews with workforcePerform data collectionPrepare site POC for future data needs and define next steps	2/3/03 – 2/7/03
Savannah River		2/10/03 – 2/14/03
Oakridge/OSTI/Y-12		2/17/03 – 2/21/03

Data Gathering Phase Travel Requirements		
Site/Location	Purpose of Visit	Dates of Visit
New Orleans	Pre site visit workshop to provide identified site POCs with Competitive Sourcing training, refine functional decomposition of IT function and prepare POCs for upcoming site visit and data collection needs	2/24/03 – 2/28/03
SPRO	<ul style="list-style-type: none">Introduce workforce to Study Team and train them on Competitive Sourcing processDefine expectations and perform Question and Answer sessionConduct interviews with workforcePerform data collectionPrepare site POC for future data needs and define next steps	2/24/03 – 2/28/03
NETL/Albany/Casper		3/17/03 – 3/21/03
Naval Reactors (Pitt/Sch)		3/24/03 – 3/28/03

In addition to the travel requirements necessary to collect data for each field office, there are also data collection requirements for the Headquarters (HQ) offices in Germantown, MD and at the Forrestal Building in Washington, DC. The briefing for all HQ offices is scheduled for March 4th. The visits with the individual HQ offices will begin immediately after completion of the workshop. The following table depicts the offices that will be included in the workshop and the length of the visits required for the HQ offices for data collection.

Data Gathering Phase - Headquarters Site Visits		
Specific Dates for Sites TBD (April – May 2003)		
<ul style="list-style-type: none">CIOEnvironmental Management (EM)Energy Information Agency (EIA)Science (SC)National Nuclear Security Admin. (NNSA)	<ul style="list-style-type: none">Fossil Energy (FE)Radioactive Waste (RW)Security (SO)	<ul style="list-style-type: none">Diversity (ED)Renewable Energy (EE)Environmental Safety and Health (EH)General Council (GC)Hearing and Appeals (HG)Inspector General (IG)Nuclear Energy (NE)Office of Independent Oversight and Assurance (OA)Workforce Transition (WT)

3. Data Requirements by Phase

There are a number of data elements that are needed to complete the study requirements as detailed in this Data Collection Plan. For example, for the PWS Phase, it is essential to collect all the requirements, the workload associated with the requirements, and any performance metrics. In addition, data related to facilities, equipment and supplies are necessary components in the resulting PWS. The following table outlines the basic required data elements by phase, the collection techniques that will be employed, the purpose of collecting each data element, and the sources of the information.

Data Element	Collection Technique	Purpose	Probable Source
Planning Phase			
Strategic and other planning documents including: <ul style="list-style-type: none"> Organizational Strategic Plans FAIR Act Inventory Mission Statements Functional Statements Staffing Charts Position Descriptions POC List (and A-76 training received) Organizational Charts Activity List Budget Information 	Data Call Request; External Research	Provides background information used in planning of the Competitive Sourcing initiative	IT Functional Team; Site POCs; Human Resources
Key stakeholder information including: <ul style="list-style-type: none"> Customers DOE IT Personnel DOE IT Management 	Data Call Request; Interviews	Provides stakeholder views for planning and information regarding mission of functions slated for Competitive Sourcing	IT Functional Team; Site POCs
PWS Phase (PWS/PRS/QASP/REO)			
Strategic and other planning documents including: <ul style="list-style-type: none"> Strategic Business Plans IT Capital Plans Mission Statements Functional Statements Existing Contracts Union Agreements ISSA's Travel Requirements 	Data Call Request; External Research; Interviews	Provides background information used to help develop the necessary acquisition documents	IT Functional Team; Site POCs; Contracting Office
Key stakeholder information including: <ul style="list-style-type: none"> Customers DOE IT Personnel DOE IT Management 	Data Call Request; Interviews	Provides stakeholder requirements and performance standards for inclusion in the PWS	IT Functional Team; Site POCs
Mission or other significant changes affecting the organization	Interviews	Provides any changes that may impact the performance of the PWS requirements, used to estimate future workload	IT Functional Team; Site POCs
Existing Performance Standards	Interviews; Data Call Request	Provides specific information regarding the PWS requirements	IT Functional Team; Site POCs
Workload Data including: <ul style="list-style-type: none"> Any previous workload study documents Historical Workload Data Anticipated changes in workload 	Interviews; Data Call Request; Data Transfer	Provides specific information regarding the PWS requirements	IT Functional Team; Site POCs; automated systems
Facilities, Systems, Equipment, materials and other property as well as current contractor support	Interviews; Data Call Request; Data Transfer	Provides a baseline for determining which items will be Government Furnished (GF)	IT Functional Team; Site POCs

Data Element	Collection Technique	Purpose	Probable Source
Regulations and directives required: <ul style="list-style-type: none"> • Specific to DOE IT operations • General DOE regulations • Training and certification requirements • Security requirements 	Interviews; Data Call Request	Provide specific statutory and recommended rules and regulations regarding the performance of the PWS requirements	IT Functional Team; Site POCs
Management Plan Phase			
Strategic and other planning documents including: <ul style="list-style-type: none"> • Strategic Business Plans • IT Capital Plans • Standard Operating Procedures • Staffing Charts • Position Descriptions • Organizational Charts • Cycle Times • Supervisor to Staff Ratios • Equipment Inventory • Facility Breakdown • Material Usage 	Data Call Request; External Research; Interviews	Provides documentation useful in developing the Management Plan	IT Functional Team; Site POCs; Human Resources
Technical documentation	Data Call Request; Interviews	Provides technical insight for use in developing the Management Plan	IT Functional Team; Site POCs
Key stakeholder information including: <ul style="list-style-type: none"> • Customers • DOE IT Personnel • DOE IT Management 	Data Call Request; Interviews	Provide information that promotes responsiveness to key stakeholders when developing the Management Plan	IT Functional Team; Site POCs
Cost related information	Data Call Request	Provides for a baseline from which to compare the MEO; provides costing information for performing PWS requirements	IT Functional Team; Site POCs
Personnel used by grade and time spent	Data Call Request; Interviews	Provides for a baseline from which to compare the MEO	IT Functional Team; Site POCs; Site employees
Best practices and innovative ideas for improvement	Data Call Request; Interviews; Workshop; External Research	Provides for process improvement for MEO	IT Functional Team; Site POCs; Site employees
Time estimates	Data Call Request; Interviews; Site visitations	Provides data to be used to determine workload requirements	IT Functional Team; Site POCs; Site employees
Personnel data including: <ul style="list-style-type: none"> • Shift information • Personnel list by grade, position, salary, and associated step • Information from the last wage survey • Organization charts 	Data Call Request; Interviews	Provides information to help identify improvement opportunities for Management Plan development	Human Resources; IT Functional Team; Site POCs

Appendix A

Functional Decomposition

Task #	Function Description	Activities/Sub-Activities	IG or CA?
1	IT Management		
		Policy Development	
		Develop IT Directives	CA
		Review & Provide Comments for IT Directives	IG
		Approve IT Directives	IG
		Formulate Policy	CA
		Approve and Disseminate Policy	IG
		Create COOP Plan	CA
		Approve and activate COOP Plan	IG
		IT Strategic Planning	IG/CA
		Information Architecture	CA
		Capital Planning	CA
		IT Standards Development	CA
		Spectrum Management	CA
		Compliance and Performance of Support Contracts	IG/CA
		Resource Management	
		Acquisition Decisions	IG
		Budget Formulation	CA/IG
		Budget Execution	IG
		External Coordination	
		Customers (i.e., customer satisfaction surveys)	CA
		Other Agencies/Congress	IG
		Internal (DOE)	CA
		External Reporting	IG
		Procurement Actions	IG
		Special Projects	IG/CA
2	Systems Development		
		Software Quality Documentation	CA
		Configuration Management	
		Document updates to servers/workstations/applications	CA
		Approval	IG
		Applications Development	
		Custom	CA
		COTS	CA
		Web Applications	CA
		Systems Documentation	CA
		Systems Engineering	CA
		Network Engineering	CA

Task #	Function Description	Activities/Sub-Activities	IG or CA?
3	Operations Support (both Classified and Unclassified)		
		Network/Infrastructure Services	
		Non help desk related items	CA
		Networking devices	CA
		Network daily back-ups	CA
		Firewall Maintenance	CA
		Technical Procedures/Diagrams	
		Create network schematics	CA
		Store network schematics	CA
		Servers	
		Maintain OS and domains	CA
		Workstations	
		Daily back-up	CA
		Backbone Networks	CA
		Inventory Control	
		Hardware	CA
		Software Licenses	CA
		Disaster Recovery of IT systems	CA
		Video Services	CA
		Hardware/Software Research	
		Refresh Hardware/Software	CA
		New user Hardware/Software	CA
		Web Services	
		Internet Web Maintenance	CA
		Intranet Web Maintenance	CA
		Content Management	CA
		Content Approval	IG
		Help Desk Support	
		Tier 1 -Telephone Resolution (Desktop)	CA
		Tier 2 - Deskside (Desktop)	CA
		Tier 3 - LAN/Server Mgmt. (Network Services)	CA
		Roll-out (software/hardware)	CA
		Electronic Mail Services	CA
		Maintenance	
		Application Maintenance	
		Corporate Systems	CA
		Legacy Systems	CA
		Remote Access/VPN	CA
		Wireless Services	
		Providing utility system	CA
		Cellular Phones	CA
		Radios	CA
		PDA's	CA
		Satellite	
		Set-up Broadcasts	CA
		Testing and Maintenance	CA
		Voice Services	CA
		Phone Requests	CA
		Phone PBX	CA
		New user set-up	
		IP address	CA
		Domain account	CA
		Email account	CA
		Telephone set-up	CA
		Software configuration	CA
		Equipment issuance	CA
		User exit	
		IP address	CA
		Domain account	CA
		Email account	CA
		Telephone set-up	CA
		Software configuration	CA
		Equipment turn in	CA

Task #	Function Description	Activities/Sub-Activities	IG or CA?
4	Records Management		
		Records Storage & Retrieval	CA
		Records management administration	CA
		Records Archives	CA
		Records Disposition	CA
		Unscheduled Records Disposition	CA
		Records Inventory	CA
		NARA Coordination	CA
5	Cyber Security		
		Vulnerability Assessment	CA
		Risk Assessment	CA
		Self/Peer/External Assessment	CA
		Certification and Accreditation	CA
		Electronic Audit Trails	CA
		R & D	CA
		Forensics	CA
6	Training and Education		
		New Employee Orientation	
		IT Policy	CA
		Security of information	CA
		Application and Use	CA
		User Application Training	CA
		Annual Security Awareness Training	
		Preparation	CA
		Execution	CA
		Reporting & Tracking	CA
7	M & O Contract Oversight		
		Compliance and Performance	
		Establish Performance Measures	CA
		Approve Performance Measures	IG
		Conduct Site Reviews	CA
		Contract Administration	
		Review Invoices	CA
		Approve Additional Funding	IG

Appendix B

Data Collection Templates

For Planning and PWS Phases

DOE IT Competitive Sourcing Study
Data Collection Plan

B-2

DOE IT - Staffing Data <u>Site: Albuquerque</u>	Government FTE				Contractor Support FTE			
	2200 - IT Specialist		2210 - IT Specialist		Contract #1		Contract #2	
	5 FTE		10 FTE		FTE		FTE	
Activity	% of Time Spent	FTE	% of Time Spent	FTE	% of Time Spent	FTE	% of Time Spent	FTE
IT Management								
Policy Development		0		0		0		0
IT Strategic Planning		0		0		0		0
Capital Planning		0		0		0		0
IT Standards Development		0		0		0		0
Spectrum Management		0		0		0		0
Compliance and Performance of Support Contracts		0		0		0		0
Resource Management		0		0		0		0
External Coordination		0		0		0		0
Procurement Actions		0		0		0		0
Special Projects		0		0		0		0
Systems Development								
Software Quality Documentation		0		0		0		0
Configuration Management		0		0		0		0
Applications Development		0		0		0		0
Systems Engineering		0		0		0		0
Network Engineering		0		0		0		0
Operations Support (Classified & Unclassified)								
Network/Infrastructure Services		0		0		0		0
Inventory Control		0		0		0		0
Disaster Recovery of IT systems		0		0		0		0
Video Services		0		0		0		0
Hardware/Software Research		0		0		0		0
Web Services		0		0		0		0
Help Desk Support		0		0		0		0
Electronic Mail Services		0		0		0		0
Application Maintenance		0		0		0		0
Remote Access/VPN		0		0		0		0
Wireless Services		0		0		0		0
Voice Services		0		0		0		0
New user set-up		0		0		0		0
User exit		0		0		0		0
Records Management								
Records Storage & Retrieval		0		0		0		0
Records management administration		0		0		0		0
Records Archives		0		0		0		0
Records Disposition		0		0		0		0
Unscheduled Records Disposition		0		0		0		0
Records Inventory		0		0		0		0
NARA Coordination		0		0		0		0
Cyber Security								
Vulnerability Assessment		0		0		0		0
Risk Assessment		0		0		0		0
Self/Peer/External Assessment		0		0		0		0
Certification and Accreditation		0		0		0		0
Electronic Audit Trails		0		0		0		0
R & D		0		0		0		0
Forensics		0		0		0		0
Training and Education								
New Employee Orientation		0		0		0		0
User Application Training		0		0		0		0
Annual Security Awareness Training		0		0		0		0
M & O Contract Oversight								
Compliance and Performance		0		0		0		0
Contract Administration		0		0		0		0
Activities Not Listed (enter below)								
		0		0		0		0
		0		0		0		0
		0		0		0		0
		0		0		0		0
		0		0		0		0
		0		0		0		0
		0		0		0		0
		0		0		0		0
Total	0.00%	0	0.00%	0	0.00%	0	0.00%	0

DOE IT Competitive Sourcing Study Data Collection Plan

B-3

DOE IT - Workload Data
Site: Albuquerque

Activities/Sub-Activities	Workload Driver/Unit	Unit of Quantity	Workload Count			Source of Information
			FY2000	FY2001	FY2002	
IT Management						
Policy Development						
IT Strategic Planning						
Capital Planning						
IT Standards Development						
Spectrum Management						
Compliance and Performance of Support Contracts						
Resource Management						
External Coordination						
Procurement Actions						
Special Projects						
Systems Development						
Software Quality Documentation						
Configuration Management						
Applications Development						
Systems Engineering						
Network Engineering						
Operations Support						
Network/Infrastructure Services						
Inventory Control						
Disaster Recovery of IT systems						
Video Services						
Hardware/Software Research						
Web Services						
Help Desk Support						
Electronic Mail Services						
Application Maintenance						
Remote Access/VPN						
Wireless Services						
Voice Services						
New user set-up						
User exit						
Records Management						
Records Storage & Retrieval						
Records management administration						
Records Archives						
Records Disposition						
Unscheduled Records Disposition						
Records Inventory						
NARA Coordination						
Cyber Security						
Vulnerability Assessment						
Risk Assessment						
Self/Peer/External Assessment						
Certification and Accreditation						
Electronic Audit Trails						
R & D						
Forensics						
Training and Education						
New Employee Orientation						
User Application Training						
Annual Security Awareness Training						
M & O Contract Oversight						
Compliance and Performance						
Contract Administration						

Workload Driver - The unit of measure that drives the workload for each activity (i.e., # of workorders). Not each activity will have a driver that can be quantified. If that is the case, alternative drivers will be identified such as Level of Effort (i.e., hours)
Unit of Quantity - The unit by which the workload is counted (i.e., hours, count, etc.)
Workload - Workload accomplished for that particular activity based on the driver
Source - Data source from which the workload was collected

Site: Albuquerque

Description - General description (i.e. office, warehouse, etc)
Count - Number of units
Quantity/Unit - Amount/measurement
Square Footage - Area of space
Location - Facility building or room number
Notes - Details on available utilities, storage, windows, etc.

DOE IT - Materials
Site: Albuquerque

Item	Unit of Measure	Historical Usage	Unit Price	Total Price
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Item - General description
Unit of Measure - Quantifying description
Historical Usage - Amount used for FY01
Unit Price - (\$) Price for one unit
Total Price - (\$) Entire cost historical usage

DOE IT - Equipment
Site: Albuquerque

Item	Description	Quantity	Model #'s	Serial #'s	Condition (Drop Down)	Location

Item - General description	
Description - Functional purpose	
Quantity - Amount	
Model #'s - Model number of equipment	
Serial #'s - Serial number of equipment	
Condition - Excellent, very good, good, fair, poor	
Location - Equipment primary storage or usage area	

Appendix C

Data Call List

DOE IT Sample Data Call List

Date requested	Data Element	3.1.1.1 Purpose	Status/Date Received	Source
	1. Organizational charts down to site level	Forms baseline understanding for strategic planning and can be used in Management Plan development		
	2. Staffing list	Establishes baseline for authorized staff and demonstrates the range of grades and series		
	3. Organizational strategic plans	Demonstrates management's overall objectives		
	4. List of Currently Supported Systems	Forms the basis of the study and will also be used in PWS Technical Exhibit development		
	5. IT contracts including BPAs, M&Os, ISSAs, MOUs, and SLAs	Used for in house vs. contractor analysis		
	6. Mission/ Functional area statements	Indicates what is the purpose of the organization and what work is currently being performed		
	7. Position Descriptions	Shows current staff—grades and series and will be used in PWS development		
	8. Security regulations/directives	Used in PWS development		
	9. Other regulations/directives	Used in PWS development		
	10. Any workload driver / requirement information	Forms basis of workload analysis section and requirements of the PWS		
	11. Budget Information (Schedule 53s and Exhibit 300s	Assists in establishing scope of the study		